

THE MOUNT SINAI MEDICAL CENTER

THE MOUNT SINAI HOSPITAL – THE MOUNT SINAI SCHOOL OF MEDICINE

ONE GUSTAVE L. LEVY PLACE - NEW YORK, NY 10029

General Surgery Sickness and Absence Call Coverage Policy

Sick Call System:

- The Service Chief and Administrative Chief and Administrative Physician Assistant must be notified as soon as possible.
- Administrative Physician Assistant will notify Dr. Celia Divino.
- Co-interns will cover during the day.
- Physician Assistants on Surgical Oncology or Surgery Nights rotation will provide night coverage.
- If you call in sick on the weekend you are required to work the next weekend.

Aim of this Policy

This policy is designated to assist the Department of Surgery in effectively managing sickness related issues and other staff absence. The department recognizes the importance of ensuring that employees are supported through any period of absence and their subsequent return to work. Through an effective Sickness and Absence Policy the Department of Surgery will be better positioned to identify any potential unsafe work practices and any issues affecting employee morale or any other underlying problems employees may be facing.

Sickness

If you are unable to come to work for any reason, you must inform the Department by contacting Dr. Celia Divino, Program Director, Jeanette Marti, HR Administrative Coordinator at least three hours before the time you would normally due to start work on the first day of your absence. You should indicate the reason for your absence and its likely duration. In the event that your absence continues for a number of days or weeks, you must maintain regular contact with the Department to keep us informed of the reasons for your ongoing absence and the date when you expect to be able to return to work.

All periods of absence through sickness must be covered by a sickness form. It is important that the completed form indicate actual days of sickness, even if they include days you would not normally have worked (e.g. weekends and public holidays).

For sickness absence of up to 7 calendar days, you must provide a medical certificate. Subsequent certificates must be produced as necessary to cover the total duration of the period of absence.

Monitoring

The Department will monitor and record levels of absence and reasons for absence in order to help identify abuse of this policy which places additional stress on colleagues. Further, the department will be better positioned to identify unsatisfactory work practices and to distinguish between different types of absences.

All information gathered through absence monitoring under this policy will be held and treated in full confidence.